



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
MAO 330-14
dated 2-7-80

NO.
330-14
EFFECTIVE DATE
February 24, 1993

SUBJECT

**PERSONAL PROPERTY LOSS, DAMAGE, THEFT,
CONDEMNATION, AND SACRIFICE**

Section 1. Purpose:

This order assigns responsibilities, delegates authority, and provides administrative information for the survey and investigation of lost, damaged, stolen, condemned, and sacrificed accountable personal property under the jurisdiction of the Maritime Administration.

Section 2. General:

2.01 Department of Transportation (DOT) Order 4410.4, Equipment Management and Control, and DOT Handbook 4410.4, Equipment Management and Control, contain DOT policy for management, accountability, control, utilization, and disposal of Government-owned, leased, and/or borrowed equipment. They implement and supplement the Federal Property Management Regulations.

2.02 Survey Officers and Survey Boards shall follow the procedures and perform the functions in later sections of this order.

Section 3. Appointment of Survey Officers and Establishment and Membership of Survey Boards:

3.01 The following officials shall, as appropriate, appoint Survey Officers or designate Survey Boards, as appropriate, in their respective areas of responsibility:

- 1 Director, Office of Management Services, for headquarters accountable personal property.
- 2 Region Director, for the Region and National Defense Reserve Fleet accountable administrative property.
- 3 Superintendent, U.S. Merchant Marine Academy, for all Academy personal property.
- 4 Director, Office of Ship Operations, for National Defense Reserve Fleet/Ready Reserve Force ships and Maritime Administration ships on loan, and related spare parts and shipboard equipment.

5 Director, Office of Ship Financing, for Title XI ships and related spare parts and shipboard equipment.

3.02 Survey Boards shall be designated in writing for all losses, destruction, or damages of accountable personal property exceeding \$25,000. Usually, Survey Boards will consist of three members, one of whom will be designated chairperson.

3.03 Reports of Survey are required as set forth in DOT Handbook 4410.4, section 3-0602. Sections 3-0603 through 3-0607 of the DOT Handbook provide further guidance on the designation of the Survey Officer or Survey Board, conduct of the survey, reporting, and other requirements.

Section 4. Delegation of Authority:

4.01 The following officials are authorized to approve property losses not involving vessels and associated property covered by 4.02 and 4.03 below, consistent with the following levels:

<u>Property Loss Amount (\$)</u>	<u>Authorizing Official</u>		
	<u>Regions</u>	<u>Academy</u>	<u>Headquarters</u>
Over 150,000	Associate Administrator for Administration	Associate Administrator for Administration	Associate Administrator for Administration
50,001 to 150,000	Region Director	Superintendent, U.S. Merchant Marine Academy	Director, Office of Management Services
1 to 50,000	Region Director	Assistant Superintendent for Administration	Personal Property Management Officer (DC)

4.02 The Director, Office of Ship Financing, shall approve property losses associated with Title XI vessels and related spare parts and shipboard equipment up to \$150,000. Losses above that amount must be approved by the Associate Administrator for Maritime Aids, with the concurrence of the Associate Administrator for Administration.

4.03 The following officials are authorized to approve property losses involving Ready Reserve Force (RRF) and National Defense Reserve Fleet (NDRF) vessels, except for those used in operation and support of the NDRF facility (administrative vessels), and associated property, consistent with the following levels:

<u>Property Loss Amount (\$)</u>	<u>Authorizing Official</u>
Over 150,000	Associate Administrator for Shipbuilding and Ship Operations (With concurrence of the Associate Administrator for Administration)
50,001 to 150,000	Director, Office of Ship Operations
25,001 to 50,000	Region Director
1 to 25,000	Ship Operations and Maintenance Officer

Section 5. Survey and Investigation of Lost, Damaged, Stolen, Condemned, and Sacrificed Accountable Personal Property:

5.01 Definitions:

Accountable Personal Property - Government property which is recorded in a formal personal property accounting system.

Condemned Property - Property that has been declared unfit for use or consumption or dangerous to public health or safety by a government regulatory agency or a properly constituted survey board.

Damaged Property - Property in a condition which impairs either its use or value and which has been rendered so by the actions of person(s) within or outside the Maritime Administration or forces outside the control of the agency or its employees.

Lost Property - Maritime Administration-owned personal property which should be on hand according to property records and which, after careful search, cannot be located. This does not include loss by theft.

Sacrificed Property - Property which was abandoned without prior authority as a result of a conscious action on the part of Maritime Administration employee(s), taken in order to protect life or to preserve other property of greater value.

Stolen Property - Property taken by theft or removed without proper authority from its required physical location by any person(s) within or outside the Maritime Administration.

5.02 Procedures and Responsibilities:

1 Form MA-925, Report of Survey, shall be used for reporting the loss, theft, damage, or unserviceability of accountable personal property, including motor vehicles, aircraft, and vessels, and the results of surveys of personal property conducted under the provisions of this order. When the property covered by a Form MA-925 is capitalized (recorded) in the financial accounting records of the Maritime Administration, a copy of the form shall be furnished to applicable accounting officers for proper recording in the financial accounts.

2 Property Custodian - Upon determination that accountable property has been lost, damaged, stolen, condemned, or sacrificed, the Property Custodian having physical custody of the property shall prepare Form MA-925, Report of Survey, and submit original and three copies through supervisory channels to the responsible Accountable Property Officer in Washington or the field. (Note: In addition, an employee discovering the theft or malicious damage or loss of Government property has a obligation to submit reports as prescribed in the appendix to Maritime Administrative Order 280-1, Security Program.)

(1) In those instances where Government property located in a facility or area under General Services Administration (GSA) security control is assumed to be stolen, a GSA Form 182, Report of Loss or Theft, shall be prepared and a copy attached to the Form MA-925 as supporting documentation of the property loss.

3 Accountable Property Officer shall:

(1) Review and complete the applicable section of the Form MA-925;

(2) Retain one copy of Form MA-925 to adjust appropriate property accounting records and forward to the applicable accounting office for proper fiscal adjustment; and

(3) Transmit the original and two copies of the Form MA-925 with related documentation to the Survey Officer/Survey Board.

4 Survey Officer/Survey Board shall:

- (1) Physically inspect damaged property on which a report has been submitted, investigate circumstances surrounding lost, stolen, condemned, or sacrificed property, and make determinations regarding liability and causes. Findings will be reported on the submitted Form MA-925.
- (2) Exercise independent judgement, free from influence by recommendations or suggestions of other board members, employees, or supervisors. Extreme care should be taken in rendering findings for the disposition of Government-owned property. Findings should be based on actual investigations, review of pertinent documents, and consideration of all available evidence.
- (3) If in agreement with the findings, personally sign Form MA-925 and forward all copies to the Personal Property Management Officer for review.
- (4) Where there are differences of opinion as to the findings by individual Survey Board members, the Chairperson of the Board shall refer the matter to the Personal Property Management Officer who shall endeavor to reach an agreement with the members, or if an agreement cannot be reached, shall resolve the case with full explanation.
- (5) In liability determinations, (i.e., where it is necessary to decide whether the operating unit should consider an employee or non-employee personally liable for the loss of, damage to, theft of, or sacrifice of personal property) the Survey Officer/Survey Board shall consult with the Office of the Chief Counsel to ascertain the necessity for legal action.
- (6) Determine assessment of damages, as appropriate.

5 Personal Property Management Officer shall:

- (1) Return complete, signed copies of the Form MA-925 through normal supervisory channels to the Property Custodian originating the initial action. (When the property involved is an inherent part of real property, a copy of the Form MA-925 shall be distributed to the Maritime Administration Facilities Management Officer, Washington, D.C.)

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- (2) Obtain additional signatures when the property loss reaches certain monetary levels. Losses in excess of \$50,000 require signatures of the authorizing officials listed in section 4.01 of this order in addition to the Personal Property Management Officer.

JL Mann Jr.

JOHN L. MANN, JR.

Acting Associate Administrator
for Administration